

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Public Service Executive Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00781	Public Service Executive 1
00782/60782	Public Service Executive 2
00784/60784	Public Service Executive 3
00786/60786/80786	Public Service Executive 4
00787/80787	Public Service Executive 5
00788	Public Service Executive 6

### Series Concept

The Public Service Executive (PSE) series includes positions whose employees perform supervisory generalist management work planning, executing, controlling, and evaluating programs. Employees, independently or in collaboration with higher management levels, perform the following duties:

1. Develops program goals, objectives, and organizational plans for the efficient delivery of services.
2. Determines financial, employment, and related resource needs to carry out program operations.
3. Evaluates the organization/programs managed and develops specific plans for changes.
4. Coordinates program operations with internal and external agency activities.
5. Establishes and communicates agency/program business policies and priorities.
6. Communicates human resource policies, issues, and practices to all employees; hires, directs, evaluates, and disciplines key employees.
7. Delegates to subordinates and holds them accountable for the performance of work units.

### Exclusions

The following are excluded from classification within this series:

1. Non-supervisory program management positions (e.g., Executive Officers).
2. Supervisory exempt positions (e.g., Public Service Supervisors) whose incumbents do not perform the broad range of managerial duties described above.
3. Management-level, supervisory-exempt positions that require specific technical knowledge (e.g., Correctional Supervisor, Information Technology Administrator, Nurse Supervisor, General Counsel Supervisor, Environmental Program Supervisor) for which a specific class has been developed.

### Class Distinctions

Level classification in the PSE series is based on an evaluation of several factors including *supervision exercised* (i.e., number, classification, and pay grade of employees supervised), *supervision received* (i.e., responsibility for determining program resources, organizational structure, goals, priorities, and the freedom to make changes), *scope and impact* (i.e., operations managed in comparison to a department's total operations as measured by the number of employees directed, dollars expended,

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clients served, and variety of programs), and *policy-making* (i.e., decision making authority for all agency programs and policies), which is defined as follows:

- Primary – highest decision making authority in a department; subject only to laws, regulations and policies issued by the Governor, Legislature or statewide regulatory agency.
- Secondary – second highest decision making authority in a department, with an assigned responsibility for developing/adapting policies, goals, priorities and work standards for the entire department within framework established at the primary level.
- Operating – decision making authority of all other management positions in a department with an assigned responsibility for directing program operations in conformance with policies, goals and priorities established at either the primary or secondary policy level.

Organizational segments referenced below are set forth in Iowa Code section 7E.2(3), and are defined as follows:

- Unit – a subunit of a “section,” headed by a “unit manager.”
- Section – a subunit of a “bureau,” headed by a “supervisor.”
- Bureau – the principal subunit of a “division,” headed by a “chief.”
- Division – the principal subunit of a “department,” headed by an “administrator.”

### **Public Service Executive 1**

Employees in this class supervise two or more first-line supervisors or program specialists, with at least one being at pay grade 24 or above and they do not ordinarily supervise other managers. Employees work within parameters/guidelines established by higher levels of management and operations managed are subject to periodic, after-the-fact review for accomplishment of goals/priorities. The organizational segment (unit) managed represents a limited part of the department’s total operations and employees function at the operating policy level, with final decision-making authority confined to the unit. Positions are typically close to the mainstream of production/service delivery and the unit managed is either auxiliary to or a part of a program or group of programs. Incumbents usually have a substantial knowledge of technical work processes, often to the point of being considered an authoritative source of information on the subject.

### **Public Service Executive 2**

Employees in this class supervise two or more first-line supervisors or program specialists, with at least one being at pay grade 28 or above. They may supervise other managers, but usually only those at lower pay grade levels. Employees work within parameters/guidelines established by higher levels of management and operations managed are subject to periodic, after-the-fact review for accomplishment of goals/priorities. The organizational segment (section) managed represents a moderate part of the department’s total operations and employees function at the operating policy level, with final decision-making authority confined to the section. Positions are somewhat removed from the mainstream of production/service delivery and the section managed is normally an organizational segment of a program or group of programs. Incumbents usually have considerable knowledge of technical work processes, sometimes to the point of being considered an authoritative source of information on the subject.

### **Public Service Executive 3**

Employees in this class supervise three or more first-line supervisors or program specialists with at least one being at pay grade 30 or above. They often supervise other managers, typically at lower pay grade levels than themselves. Employees establish program goals and develop organizational plans with

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limited input from higher levels of management. They determine program resource needs and allocate them within financial parameters set at the secondary policy level. The organizational segment (bureau) managed represents a moderate or larger part of the department's total operations and employees function at the operating policy level, with final decision-making authority confined to bureau operations. Positions are removed from the mainstream of production/service delivery, and incumbents, unless promoted from within, possess only a limited knowledge of technical work processes.

### **Public Service Executive 4**

Employees in this class supervise two or more program managers (PSE or equivalent) positions, with several managers and program specialists at pay grade 32 or above. They typically supervise other managers at lower pay grade levels than themselves. They determine program resource needs and allocate them within financial parameters set at the primary or secondary policy level. The organizational segment (bureau or division) managed represents a major part of the department's total operations and employees function at a major operating or secondary policy level, with decision-making authority sometimes extending beyond the boundaries of the operations managed. Positions are removed from the mainstream of production/service delivery and incumbents typically have a limited knowledge of technical work processes.

### **Public Service Executive 5**

Employees in this class supervise three or more program managers (PSE or equivalent) positions, with several managers at pay grade 34 or above. They typically supervise only other managers and determine program resource needs and allocate them within financial parameters set at the primary policy level. As a member of a management team, employees work closely with the department director to establish overall departmental policy and program goals/priorities. The organizational segment (division) managed represents a major part of the department's total operations and employees function at the secondary policy level. Because of their close association with the department director and critical management role, position incumbents are, unless otherwise prescribed by statute, "at will" (i.e., not subject to merit system provisions covering appointment and termination) employees of the director.

### **Public Service Executive 6**

Employees in this class supervise several division administrator (PSE or equivalent) positions at pay grade 38 or above. They work closely with the department director to establish overall departmental policy, goals, and priorities and manage multiple organizational segments (divisions) that represents most or all of a department's total operations. Employees often exercise a leadership role over the department in the director's absence and because of their close association with the department director and critical management position they are, unless otherwise prescribed by statute, "at will" (i.e., not subject to merit system provisions covering appointment and termination) employees of the director.

*Effective date: 1/15 SA*